

7-57

6-122 (1-16-78)

TRANSMIT VIA: \_\_\_\_\_

PRECEDENCE: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_

TO: SAC,

From: Director, FBI

Enclosed are two copies of a self-explanatory Departmental letter dated

Complete the requested investigation in accordance with the provisions of Section \_\_\_\_\_, Volume \_\_\_\_\_, Manual of Instructions, and surep within days of the receipt of this communication.

State in the first paragraph of the details of your report that it contains the results of a  limited investigation and underscore the word  limited  
 preliminary  preliminary

Advise  all persons interviewed  
 appropriate officials at the outset that this investigation is being conducted at the specific request of the U. S. Department of Justice.

Remarks: •

Enc. ( )

(Do not type below this line.)

(This line for LEFT MARGIN.)

(Do not type BEYOND THIS MARGIN.)



Inspector's Routing Slip  
10-7 (Rev. 11-16-77)

Date \_\_\_\_\_

File No. \_\_\_\_\_

Title \_\_\_\_\_  
\_\_\_\_\_

- SAC \_\_\_\_\_
- ASAC \_\_\_\_\_
- Supv. \_\_\_\_\_
- Agent \_\_\_\_\_
- DSM \_\_\_\_\_
- \_\_\_\_\_

Office should respond:  Yes  No

Comments of Inspection Staff:

Inspector \_\_\_\_\_ (Aide's Initials)  
FBI/DOJ



**Inspector's Assignment Sheet**  
 10-13 (Rev. 11-10-77)

Inspector	Office	Dates of		From		To		Completed
		Current Inspection -	Previous Inspection -					
Phase of Inspection		Assigned Aide	To SAC	From SAC	To SAC	From SAC		
<b>I. INVESTIGATIVE ANALYSIS</b>								
<b>A. Executive Management</b>			X					
of Field Division								
1. Use of Personnel			X					
2. Organizational Structure			X					
a. Headquarters Squads		No. of SA's	X					
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
b. Resident Agencies		Special Factors	X					
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Phase of Inspection			Assigned Aide	To SAC	From SAC	To SAC	From SAC	Completed
I-A Cont'd. Resident Agencies	Special Factors	No. of SA's						
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
<b>c. Road Trips</b>				X				
1.								
2.								
3.								
4.								
5.								
6.								
<b>B. Informant Summaries</b>								
1. Informants								
2. Foreign Counterintelligence Assets								
<b>C. Investigative Surveys (As Needed)</b>								
1. Attorney General Guidelines for Domestic Security Investigations Check List								
2. Attorney General Guidelines for Foreign Counterintelligence (FCI) Investigations - Check List								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
<b>D. Utilization of Accountants</b>				X				

Phase of Inspection	Assigned Aide	To SAC	From SAC	To SAC	From SAC	Completed
<b>I. Cont'd.</b>						
<b>E. Miscellaneous</b>						
<b>1. Electronic Surveillance Matters</b>		X	X			
<b>a. Equipment Control</b>		X	X			
<b>b. Surreptitious Entry</b>		X	X			
<b>2. Narcotics Matters</b>		X	X			
<b>3. Crime Resistance Program</b>		X	X			
<b>4. Cases Closed by Inspector</b>						
<b>5. Mail Covers</b>		X	X			
<b>6. Liaison Contacts</b>	Inspector					
<b>7. Substantive Error Itemization</b>						
<b>8. Intelligence Oversight Board (Executive Order 11905 Entitled "U.S. Foreign Intelligence Activities")</b>		X	X			
<b>II. FINANCIAL, SUPPORT, AND ADMINISTRATIVE</b>						
<b>A. Financial Review</b>						
<b>1. Field Support Account</b>						
<b>2. Special Funds</b>						
<b>3. Imprest Fund</b>						
<b>4. FBIRA Fund</b>						
<b>5. Equipment Inventory</b>						
<b>a. Automotive</b>						
<b>b. Firearms</b>						
<b>c. Photographic</b>						
<b>d. Technical</b>						
<b>e. Radio</b>						
<b>f. Office Equipment</b>						
<b>g. Police Training Equipment</b>						
<b>h. Manuals</b>						
<b>i. Agent's Issued Property</b>						
<b>6. Supplies (expendable)</b>						
<b>7. Cost of Operation</b>						
<b>a.</b>						
<b>b.</b>						
<b>c.</b>						

Phase of Inspection	Assigned Aide	To SAC	From SAC	To SAC	From SAC	Completed
<b>II Cont'd.</b>						
8. Valuables						
9. Contracts, Commercial Vouchers, and Invoices						
10. Time and Attendance Reports						
<b>B. Office Service Manager (OSM) Operations</b>		X				
1. Record & Administrative Services Branch		X				
Check List						
2. Correspondence & Communications Branch						
Check List		X				
3. Radio Maintenance Operations		X				
Check List						
4. Automotive Maintenance Operations		X				
Check List						
5. Investigative Clerical Employees		X				
Check List						
<b>C. Administrative Review</b>						
1. Personnel and Training						
a. Career Development		X				
Check List						
b. Training Matters		X				
Check List						
c. EFO Matters						
Check List						
d. Registers						
Check List						



Phase of Inspection	Assigned Aide	To SAC	From SAC	To SAC	From SAC	Completed
<b>II Cont'd.</b>						
<b>2. Physical Facilities</b>						
a. Condition and Maintenance		X	D			
Check List						
b. Space and Installations Security		X				
Check List						
<b>3. Equipment and Property</b>						
a. Adequacy of Automotive Fleet		X	X			
b. After House Vehicle Utilization		X	X			
c. Firearms and Related Equipment						
Check List						
<b>4. Miscellaneous</b>						
a. Legal Matters		X				
Check List						
b. FOI PA Matters		X				
Check List						
c. Public Relation Matters		X				
d. Protection of National Security Information and Material		X				
Check List						



**RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE**  
 TO BE FORWARDED TO THE FEDERAL BUREAU OF INVESTIGATION, UNIFORM CRIME REPORTING SECTION, WASHINGTON, D.C. 20535 BY THE SEVENTH  
 DAY AFTER CLOSE OF MONTH. See other side of form for instructions.

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR KNOWN TO POLICE INCLUDE UNFOUNDED AND ATTEMPTS	UNFOUNDED IS PART OF BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES COLUMN 3 AND COLUMN 4 INCLUDE ATTEMPTS	TOTAL OFFENSES Cleared BY ARREST OR EXCEPTIONAL MEANS INCLUDES COL. 8	NUMBER OF CLEARANCES INVESTIGATING OFFICERS ISSUED UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE					
a. MURDER AND NONNEGLIGENT MANSLAUGHTER					
b. MANSLAUGHTER BY NEGLIGENCE					
2. POSSIBLE RAPE					
a. RAPE BY FORCE					
b. ATTEMPTS TO COMMIT POSSIBLE RAPE					
3. ROBBERY					
a. FIREARM					
b. KNIFE OR CUTTING INSTRUMENT					
c. OTHER DANGEROUS WEAPON					
d. STRONG ARM, HANDS, FISTS, ETC.					
4. ASSAULT					
a. FIREARM					
b. KNIFE OR CUTTING INSTRUMENT					
c. OTHER DANGEROUS WEAPON					
d. HANDS, FISTS, ETC. AGGRAVATED INJURY					
e. OTHER ASSAULT, SIMPLE NOT AGGRAVATED					
5. BURGLARY					
a. POSSIBLE ENTRY					
b. UNLAWFUL ENTRY - NO FORCE					
c. ATTEMPTS POSSIBLE ENTRY					
6. LARCENY-THEFT					
a. MOTOR VEHICLE THEFT					
7. MOTOR VEHICLE THEFT					
a. AUTOS					
b. TRUCKS AND BUSES					
c. OTHER VEHICLES					
<b>GRAND TOTAL</b>					

NUMBER OF LAW ENFORCEMENT OFFICERS DILLED OF ASSAULTED THIS MONTH		
NUMBER OF OFFICERS FILED BY DELIBERATE ACTS	NUMBER OF OFFICERS FILED OF ACCIDENTAL OR NEGLECTED ACTS	NUMBER OF OFFICERS ASSAULTED

DATE \_\_\_\_\_

PREPARED BY \_\_\_\_\_ TITLE \_\_\_\_\_

CHEF, COMMISSIONER, TARRANT COUNTY, TEXAS

MONTH AND YEAR OF REPORT \_\_\_\_\_ AGENCY IDENTIFY \_\_\_\_\_ POPULATION \_\_\_\_\_

DO NOT USE THIS SPACE	
RECORDED	INITIALS
INDEXED	
FILED	
VERIFIED	
ADJUSTED	

AGENCY AND STATE \_\_\_\_\_

NATIONAL CRIME INFORMATION CENTER-COMPUTERIZED CRIMINAL HISTORY

SEGMENT 2

SEGMENT 3

SEGMENT 4

BATCH	CYCLE
FBI (9) _____ SID (10) _____ DOA (6) _____	1
ER2 _____ MKE _____ ORI (29) _____ DOB (6) _____	2
ANA (30) _____	3
ACH _____ DOO (6) _____ CIT (17) _____ GOC _____ AON (4) _____	4
AOL (46) _____ ADN (3) _____	5
ADD (32) _____	6
ACH _____ DOO (6) _____ CIT (17) _____ GOC _____ AON (4) _____	7
AOL (46) _____ ADN (3) _____	8
ACH _____ DOO (6) _____ CIT (17) _____ GOC _____ AON (4) _____	9
AOL (46) _____ ADN (3) _____	10
ER3 _____ MKE _____ ORI (29) _____ CCT _____ CDD (6) _____	11
CIT (17) _____ GOC _____ CON (4) _____	12
COL (46) _____ CDN (3) _____	13
CSS (12) _____ CMT (12) _____ CPR (12) _____ CFN (6) _____	14
CPN (9) _____ CPL (50) _____	15
DCA (6) _____ CBL _____	16
CCT _____ CDD (6) _____ CIT (17) _____ GOC _____ CON (4) _____	17
COL (46) _____ CDN (3) _____	18
CSS (12) _____ CMT (12) _____ CPR (12) _____ CFN (6) _____	19
CPN (9) _____ CPL (50) _____	20
ER4 _____ MKE _____ ORI (29) _____ SCC _____ SSD (6) _____ SSN (3) _____	21
SLE (50) _____	22
ER4 _____ MKE _____ ORI (29) _____ SCC _____ SSD (6) _____ SSN (3) _____	23
SLE (50) _____	24
ER4 _____ MKE _____ ORI (29) _____ SCC _____ SSD (6) _____ SSN (3) _____	25
SLE (50) _____	26
ER4 _____ MKE _____ ORI (29) _____ SCC _____ SSD (6) _____ SSN (3) _____	27
SLE (50) _____	28

CHECK IF MORE ACH

CHECK IF MORE CCT

CHECK IF MORE SCC

**SUPPLEMENT TO RETURN A  
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE**

4-5712  
12-44 (Rev. 5-26-75)  
Form Approved  
OMB No. 43-20530  
Report No. 10-0

FORWARD BY 7TH DAY AFTER  
CLOSE OF MONTH TO

**INSTRUCTIONS** Total offenses recorded on this form should be the same as the number of actual offenses listed in column 4 of Return A (for each crime class); Include attempted crimes on this form and Return A

This form deals with the nature of crime (type of act and place committed) and the value of property stolen and the amount recovered. If you cannot complete the report in all respects, please record as much information as is available. Tally Sheets for this form will be sent upon request.

**PROPERTY BY TYPE AND VALUE**

Type of Property (1)	This Entry (4)	Value of Property Stolen and Recovered in Your Jurisdiction	
		Stolen (2)	Recovered (3)
(A) Currency, Notes, Etc.	01		
(B) Jewelry and Precious Metals	02		
(C) Clothing and Furs	03		
(D) Locally Stolen Motor Vehicles	04		
(E) Office Equipment	05		
(F) Televisions, Radios, Stereos, Etc.	06		
(G) Firearms	07		
(H) Household Goods	08		
(I) Consumable Goods	09		
(J) Livestock	10		
(K) Miscellaneous	11		
<b>TOTAL</b>	<b>00</b>		

**NOTE** Total of column (2) should agree with grand total shown on page 2. In column (3) include all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions but not property you recover for them.

U.S. GOVERNMENT PRINTING OFFICE: 1977-318383

DATE \_\_\_\_\_

PREPARED BY \_\_\_\_\_ TITLE \_\_\_\_\_

CHIEF, COMMISSIONER, SHERIFF, OR SUPERINTENDENT

MONTH AND YEAR OF REPORT \_\_\_\_\_ AGENCY IDENTIFIER \_\_\_\_\_ POPULATION \_\_\_\_\_

AGENCY AND STATE \_\_\_\_\_

DO NOT USE THIS SPACE	
RECORDED	INITIALS
EDITED	
PUNCHED	
VERIFIED	
ADJUSTED	

STATE COPY

**TALLY  
BOOK**

**RETURN A  
and  
SUPPLEMENTARY  
REPORT OF  
OFFENSES**

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

**MURDER & NONNEGLIGENT MANSLAUGHTER**

1 Classification of Offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 5)	6 Number of clearances involving only persons under 18 years of age
<b>1. MURDER AND NONNEGLIGENT MANSLAUGHTER</b>					

Murder attempts should be scored as aggravated assaults opposite the appropriate sub-classification.

**ENTER "\$0" IF NOTHING IS STOLEN**  
**NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN**

Number of Offenses	Value	Number of Offenses	Value

**TALLY FOR SUPPLEMENTARY HOMICIDE REPORT**  
**1a. Murder and Nonnegligent Manslaughter**

List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty.

Agency Case Number	Offense	Victim*	Offender*				Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
			1	2	3	4			

\* Age - 01 to 99. If 100 or older use 99. New born up to one week old use NB. If over one week, but less than one year old, use BB. Use two characters only in age columns.

Sex - M for Male and F for Female. Use one character only.

Race - White - W, Negro - N, American Indian - I, Chinese - C, Japanese - J, Other - O, Unknown - U. Use only these as race designations.







# BURGLARY

1 Classification of offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared, arrested or excepted (include col. 6)	6 Number of clearances involving persons under 18 years of age
<b>5. BURGLARY</b>					
a. Forcible Entry					
b. Unlawful Entry - No Force					
c. Attempted Forcible Entry					
<b>TOTAL</b>					

Explanation: List under the appropriate heading the value of property stolen in connection with individual offenses of burglary. When all entries for the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page 2.

Enter "\$0" if nothing is stolen

## NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Agency Case Number	RESIDENCE (Dwelling)			Agency Case Number	RESIDENCE - Dwelling	
	1 Committed During Night (6 p.m. - 6 a.m.)	2 Committed During Day (6 a.m. - 6 p.m.)	3 Unknown		1 Committed During Night (6 p.m. - 6 a.m.)	2 Committed During Day (6 a.m. - 6 p.m.)
1						
2						
3						
4						
5						
6						
7						
8						
9						

BURGLARY

BURGLARY  
(CONTINUED)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Agency Case Number	NONRESIDENCE (Store, office, etc.)			Agency Case Number	NONRESIDENCE (Store, office, etc.)		
	1 Committed During Night (6 p.m. - 6 a.m.)	2 Committed During Day (6 a.m. - 6 p.m.)	3 Unknown		1 Committed During Night (6 p.m. - 6 a.m.)	2 Committed During Day (6 a.m. - 6 p.m.)	3 Unknown
1							
2							
3							
4							
5							
6							
7							
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12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

## LARCENY-THEFT

1 Classification of offenses	2 Offenses reported or known to police (include unbounded and attempts)	3 Unfounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) Include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 6)	6 Number of clear involving persons under years of age
<b>6. LARCENY-THEFT (Vehicle Theft)</b>					
<b>TOTAL</b>					

For an analysis of Larceny by value of property stolen, count the number of offenses and total value of Larcenies \$200 and over, \$50 to \$200, and under \$50 in value and enter in item 6 on the Supplement to Return A. Enter all attempted larcenies in "under \$50" with a zero value.

Agency Case Number	(A) \$200 and over	(B) \$50 to \$200	(C) Under \$50
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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16			
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24			
25			
26			
27			
28			
29			
30			





**TALLY FOR MOTOR VEHICLES RECOVERED**

**7X CATEGORIES**

Tally each vehicle recovered on the appropriate line. Note the value of the vehicles are not recorded. At the end of each month, total the lines and transfer the total to the Supplement to Return A, Page 2, 7x.

	<b>Stolen Locally and Recovered Locally</b>
	<b>Stolen Locally and Recovered by other Jurisdictions</b>
	<b>Total Locally Stolen Motor Vehicles Recovered</b>
	<b>Stolen Out of Town, Recovered Locally</b>











ROBBERY

ROBBERY

1 Classification of offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 6)	6 Number of clearances involving only persons under 18 years of age
<b>J. ROBBERY</b>	<b>TOTAL</b>				
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong Arm Hands, Fists, Feet, Etc.					

Explanation: List under the appropriate heading the value of property stolen in connection with individual offenses of robbery. When all entries for the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page 2.

Enter "SO" if nothing is stolen

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Agency Case Number	A Highway (Streets, alleys, etc.)	B Commercial House (not C.D.F.)	C Gas or Service Station	D Chain Store	E Residence (Anywhere on premises)	F Bank	G Other
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

## ASSAULT

1 Classification of offenses	2 Offenses reported or known to police (include unrounded and attempts)	3 Unrounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 6)	6 Number of clearances involving any person under 18 years of age
<b>4. ASSAULT</b>	<b>TOTAL</b>				
Firearm					
Knife or Cutting Instrument					
Other Dangerous Weapon					
Hands, Fists, Feet, Etc. - Aggravated					
Other Assaults - Simple, not Aggravated					

Reporting agency officers assaulted or killed in another jurisdiction are recorded in the number of law enforcement officers killed or assaulted block on the Return A for the reporting agency; the death or assault is scored in the appropriate classification on the Return A submitted by the reporting agency covering the jurisdiction in which the death or assault occurred.

30	NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH		NUMBER OF OFFICERS ASSAULTED
	NUMBER OF OFFICERS KILLED		
	BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS	
Submit completed Law Enforcement Officers Killed or Assaulted Report if an officer was assaulted or killed this month.			

Submit completed monthly Law Enforcement Officers Killed or Assaulted Report if an officer was assaulted or killed this month.



UNIFORM CLASSIFICATION OF OFFENSES PART II CLASSES	PERSONS ARRESTED (Includes Arrests, Summonses, and Notices)			
	Past 24 Hours	This Month To Date	Last Month To Date	Same Month Last Year To Date
8. Other Assaults (Return A-4e)				
9. Arson				
10. Forgery and Counterfeiting				
11. Fraud				
12. Embezzlement				
13. Stolen Property, Buying, Receiving, Possessing				
14. Vandalism				
15. Weapons, Carrying, Possessing, etc.				
16. Prostitution and Commercialized Vice				
17. Sex Offenses (Except 2 and 16)				
18. Narcotic Drug Laws				
19. Gambling				
20. Offenses Against the Family and Children				
21. Driving Under the Influence				
22. Liquor Laws				
23. Drunkenness				
24. Disorderly Conduct				
25. Vagrancy				
26. All Other Offenses (Except Traffic)				
27. Suspicion				
28. Curfew and Loitering				
29. Run Aways				
<b>TOTAL PART II</b>				

<b>TOTAL NUMBER OF MISCELLANEOUS NONCRIMINAL CALLS</b>				
--	--	--	--	--

**TRAFFIC SUMMARY**

Accidents	This Month				To Date		
	Past 24 Hours	This Year	Last Year	% Change	This Year	Last Year	% Change
Accident Total							
Fatal							
Per. Injury							
Prop. Damage							
Pedestrian							
Hit and Run							
Enforcement							
Traffic Total							
Hazardous Violations							
Other Violations							
Parking							
[DWI]							
Hit and Run							
Arrests, Citations or Custody at Accidents							





### LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

It is requested this report be completed and transmitted with monthly crime reports to: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

#### OFFICERS KILLED

Number of your law enforcement officers killed in the line of duty this month: By felonious act \_\_\_\_\_  
By accident or negligence \_\_\_\_\_

Officers Assaulted (Do not include officers killed. See other side for instructions.)

Type of Activity	Type of Weapon					Type of Assignment							Total Assaulted
	Total Assaulted by Weapon	Firearm	Knife or Other Cutting Instrument	Other Dangerous Weapon	Bludgeoning Weapon	Traffic Management	On-Beat		Investive or Special Assign.		Other		
							Alone	Assisted	Alone	Assisted	Alone	Assisted	
A	B	C	D	E	F	G	H	I	J	K	L	M	
1. Responding to "Halt, stop, frisk" calls (hand to gun, etc.)													
2. Detention, transportation or processing of suspects													
3. Release, transportation or processing of prisoners													
4. Attempting other arrests													
5. Civil disorder (riot, mass demonstration)													
6. Handling, transporting, custody of prisoners													
7. Investigating suspicious persons or circumstances													
8. Arrest - no warning													
9. Mentally deranged													
10. Traffic pursuits and stops													
11. All other													
12. TOTAL (1-11)													
13. Number with personal injury													
14. Number with all personal injury													
15. Time of assaults	AM												
	PM												
		12:01	2:01	4:01	6:01	8:01	10:01	12:01					

DO NOT WRITE HERE

Reviewed	Initial
Edited	
Punched	
Verified	
Adjusted	

DOJ/FBI

Month and Year: \_\_\_\_\_ Agency Identifier: \_\_\_\_\_ Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ State: \_\_\_\_\_ Chief, Sheriff, Commissioner, Superintendent





# TALLY SHEET FOR LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

MONTH OF \_\_\_\_\_, 19\_\_

<b>OFFICERS KILLED</b> Number of your law enforcement officers killed in the line of duty this month	By felonious act _____ By accident or negligence _____
--	---

This Tally Sheet is for your convenience in compiling figures to be reported on your Law Enforcement Officers Killed or Assaulted Form for the month indicated on the enclosed Return A.

**RETAIN THIS TALLY SHEET IN YOUR FILES**

# TALLY SHEET FOR LAW ENFORCE

(DO NOT INCLUDE OFFICERS KILLED) - SEE OTHER

TYPE OF ACTIVITY	TOTAL ASSAULTS BY WEAPON <b>A</b>	TYPE OF WEAPON				TWO-MAN VEHICLE <b>F</b>
		FIREARM <b>B</b>	KNIFE OR OTHER CUTTING INSTRUMENT <b>C</b>	OTHER DANGEROUS WEAPON <b>D</b>	HANDS, FISTS, FEET, ETC. <b>E</b>	
Responding to "Disturbance" calls (family quarrels, man with gun, etc.)						
Burglaries in progress or pursuing burglary suspects						
Robberies in progress or pursuing robbery suspects						
Attempting other arrests						
Civil disorder (riot, mass disobedience)						
Handling, transporting, custody of prisoners						
Investigating suspicious persons or circumstances						
1. Ambush - no warning						
2. Mentally deranged						
D. Traffic pursuits and stops						
1. All other						
<b>2. TOTAL (1-11)</b>						
<b>3. Number with personal injury</b>						
<b>4. Number without personal injury</b>						
<b>5. Time of assaults</b>	AM					
	PM					
	12:01	2:00	4:00	6:00	8:00	10:00



## INSTRUCTIONS FOR PREPARING REPORT

When an officer is assaulted in the line of duty, an entry should be made on the appropriate line for type of activity (lines 1-11), under type of weapons used (columns B-E), and under type of assignment (columns F-L). An entry should also be made in either line 13 (injury) or line 14 (no injury). Also count the assault by the time of day on line 15.

When any of these assaults are cleared, an entry should be made under column M for appropriate activity.

At the end of the month, add all lines under columns B through E and enter in column A. The total of columns F through L should equal the total of columns B through E as entered in column A. Also add all columns down and enter in line 12.

### Columns B-E:

If more than one type of weapon is used to commit a single assault, the column encountered moving from left to right (B to E) which shows one of the weapons used should be selected for the entry. Do not enter any of the other different types of weapons which were used.

### Columns F-L:

Column F (Two-Man Vehicle) and columns G and H (One-Man Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to non-uniformed officers; columns K and L (Other) to officers assaulted while in a capacity not represented by columns F-J such as foot patrol, off duty, etc.

### Column M:

In column M count the number of "assault on officer" offenses cleared. Do not count the number of persons arrested for such offenses. Include exceptional clearances.

### Lines 1-11:

Indicate the type of police activity the officer was engaged in at the time he was assaulted.

### Line 12:

Enter the total of lines 1-11.

### Line 13:

Enter the number of assaults from line 12 which resulted in personal injury to the officer.

### Line 14:

Enter the number of assaults from line 12 in which there was no injury to the officer.

### Line 15:

Enter the total number of assaults on police officers occurring within the appropriate two-hour intervals.





IDENTIFICATION DIVISION RESPONSE  
NATIONAL ARCHIVES AND RECORDS SERVICE  
RECORDS AND RECORDS MANAGEMENT DIVISION  
PRELIMINARY DATA SUMMARY  
MAIL MANAGEMENT (41 CFR 101-11.304)

I. COMPLIANCE. NA. See Introduction

Attach a copy of each manual, handbook, guide or directive dealing with mail management, preparation, and distribution (including messenger and mail routing guides).

II. ADMINISTRATION. Being handled by Records Management Division  
See Introduction.

1. Attach a copy of the pertinent sections of all manuals or directives which assign responsibilities for mail management.
2. Briefly describe how operating program officials are held accountable for postage costs. See Introduction.
3. Attach the following staffing information for all locations where mail is received and dispatched prior to receipt by an office:  
See Page 1a.
  - a. Organization (i.e., Section, Unit, etc.)
  - b. Number of Positions
  - c. Position Title, Series, and Grade
4. How many personnel spend 51 percent or more of their time providing messenger services (exclude those reported under item 3)?

III. VOLUME AND COSTS. See Page 2

1. Incoming Mail:

Provide the annual volume of incoming mail by categories listed below:

USPS  
Other  
Letters  
Flats  
Packages  
Public  
Official  
White House  
Congressional  
Controlled by Form  
Controlled by Log  
Time Stamped  
Opened in Mail Room

3. Attache the following staffing information for all locations where mail is received and dispatched prior to receipt by an office:
  - a. Organization (ie. Section, Unit, etc.)
  - b. Number of positions.
  - c. Position title, Series, and Grade.
4. How many personnel spend 51 percent or more of their time providing messenger services (exclude those reported under Item 3) ?

RECEIVED

- 3a. Recording Section, Mail Room.
  - b. 2 GS 4 Mail Clerk - 0305-04-04-01-107
  - c. 1 GS 3 Mail Clerk assigned as needed, approximately 3-5 hours a day. GS 305-03-04-01-107
4. One - Same Series as 3c.

DISPATCHED

3.
  - a. Fingerprint Correspondence Section, Mail Unit
  - b. 4
  - c. 2 - Correspondence Clerk - Series 0309-06-00-01-161  
2 - Correspondence Clerk - Series 0309-04-00-01-019  
20 - Mail Clerk - Series 0305-03-00-01-058  
1 - Clerk Typist - Series 0302-03-00-01-079
4. 3 employees.

## MAIL MANAGEMENT

### III. VOLUME AND COSTS

1. The Identification Division, during Fiscal Year 1977, received an average of 24,177 fingerprint cards and 15,589 miscellaneous pieces of correspondence per day. Approximately 80% of incoming mail is received from USPS in flats and letter form, with approximately 20% received from U.S. Government couriers in boxes and packages. White House and Congressional mail is low volume with an approximate monthly average of 2 and 12 pieces respectively.

Identification Division has its own zip code 20537 and mail so addressed is opened in the Division's Recording Section, time and/or date stamped, any special handling instructions set forth, and thereafter appropriately routed for processing.

2. Outgoing Mail

- a. Total number of shipments via USPS Express Mail Service. None  
Total Expenditure Not Applicable.

Identification Division Mailroom, located in Fingerprint Correspondence Section, does not utilize U.S. Postal Service Express Mail Service.

- b. Total number of shipments via non-USPS carriers. None  
Total Expenditure Not Applicable.

IV. PROGRAM EFFECTIVENESS

1. Attach one copy of the most recent mail management study, e.g., consolidated mailings, sort by zip code.

Semi-annually mail surveys are conducted in Fingerprint Correspondence Section Mailroom with respect to the number of envelopes and cartons utilized during a two-week period. The survey results are then submitted to the Section Chief and the Assistant Director of the Identification Division, who transmits the results to the Administrative Services Division. On the basis of survey results, the U.S. Postal Service estimates postage owed; and, thereupon, bills the Bureau for same. Attached herewith is one copy of the most recent survey, which was conducted 12-4 through 12-17-77.

2. Attach a list of all training courses in mail management or similar training which managers, analysts, or mail and messenger personnel have taken. Indicate the number of individuals attending each course and the dates of the courses for the past three years.

On-the-job training is afforded to Fingerprint Correspondence Section Mail Management Supervisors and Mail Clerks. Mail Clerks are afforded two weeks of on-the-job training, and Mail Manager/Supervisors are afforded four weeks of on-the-job training. See below for the number of Mail Manager/Supervisors and Mail Clerks trained during the past three years in Fingerprint Correspondence Section:

MAIL MANAGERS TRAINED

<u>1978</u>	- 2 -	(1 trained during 4-week period in January) 1-3/1-27-78 (1 commenced training on 2-22-78 to be concluded 3-22-78)
<u>1977</u>	- 2 -	(1 trained during 4-week period in June, 1977) 6-2/6-30-77 (1 trained during 4-week period in February, 1977) 2-2/2-28-77
<u>1976</u>	- 2 -	(1 trained during 4-week period in October, 1976) 10-4/10-29-76 (1 trained during 4-week period in March, 1976) 3-1/3-26-76
<u>1975</u>	- 2 -	(1 trained during 4-week period in September, 1975) 9-2/9-30-75 (1 trained during 4-week period in February, 1975) 2-3/2-28-75

MAIL CLERKS TRAINED

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1978 - Total of 50 Mail Clerks trained  
(25 trained from 1-16-78 through 1-27-78)  
(25 trained from 2-6-78 through 2-17-78)

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1977 - Total of 156 Mail Clerks trained  
(6 trained from 1-4-77 through 1-14-77)  
(7 trained from 1-17-77 through 1-28-77)  
(15 trained from 2-7-77 through 2-18-77)  
(10 trained from 3-13-77 through 3-25-77)  
(4 trained from 4-4-77 through 4-15-77)  
(5 trained from 4-18-77 through 4-29-77)  
(9 trained from 5-2-77 through 5-13-77)  
(8 trained from 5-16-77 through 5-27-77)  
(10 trained from 6-6-77 through 6-17-77)  
(10 trained from 7-5-77 through 7-15-77)  
(10 trained from 7-18-77 through 7-29-77)  
(15 trained from 8-8-77 through 8-19-77)  
(12 trained from 9-5-77 through 9-16-77)  
(12 trained from 9-19-77 through 9-30-77)  
(9 trained from 10-3-77 through 10-14-77)  
(8 trained from 10-17-77 through 10-28-77)  
(6 trained from 10-31-77 through 11-11-77)

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1976 - Total of 132 Mail Clerks trained  
(5 trained from 1-5-76 through 1-16-76)  
(10 trained from 1-19-76 through 1-30-76)  
(15 trained from 2-9-76 through 2-20-76)  
(5 trained from 3-1-76 through 3-12-76)  
(6 trained from 3-15-76 through 3-26-76)  
(11 trained from 4-12-76 through 4-23-76)  
(5 trained from 5-3-76 through 5-14-76)  
(5 trained from 5-17-76 through 5-28-76)  
(5 trained from 6-14-76 through 6-25-76)  
(9 trained from 7-1-76 through 7-14-76)  
(6 trained from 7-19-76 through 7-30-76)  
(7 trained from 8-2-76 through 8-13-76)  
(5 trained from 8-16-76 through 8-27-76)  
(11 trained from 9-13-76 through 9-24-76)  
(5 trained from 10-4-76 through 10-15-76)  
(4 trained from 10-18-76 through 10-29-76)  
(5 trained from 11-1-76 through 11-14-76)  
(5 trained from 11-16-76 through 11-29-76)  
(8 trained from 12-5-76 through 12-16-76)

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1975 - Total of 120 Mail Clerks trained  
(4 trained from 1-6-75 through 1-19-75)  
(4 trained from 1-20-75 through 1-31-75)  
(2 trained from 2-3-75 through 2-14-75)  
(10 trained from 2-17-75 through 2-28-75)  
(5 trained from 3-3-75 through 3-14-75)  
(5 trained from 3-17-75 through 3-28-75)

1975 - (4 trained from 4-1-75 through 4-14-75)  
(8 trained from 4-16-75 through 4-29-75)  
(5 trained from 5-12-75 through 5-23-75)  
(6 trained from 6-2-75 through 6-13-75)  
(9 trained from 6-16-75 through 6-27-75)  
(4 trained from 7-1-75 through 7-15-75)  
(4 trained from 7-17-75 through 7-30-75)  
(8 trained from 8-4-75 through 8-15-75)  
(8 trained from 8-18-75 through 8-29-75)  
(4 trained from 9-2-75 through 9-15-75)  
(6 trained from 9-16-75 through 9-29-75)  
(3 trained from 10-6-75 through 10-17-75)  
(7 trained from 10-20-75 through 10-31-75)  
(4 trained from 11-3-75 through 11-14-75)  
(5 trained from 11-17-75 through 11-28-75)  
(5 trained from 12-1-75 through 12-12-75)

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12-17-77

ATTACHMENT

DOMESTIC

VELOPES:		CLASS OF SERVICE	TOTAL ITEMS MAILED
(Size in inches)	(Weight)		
Up to 6 1/8 x 11 1/2	Up to 1 oz.	First Class	20,523
Up to 6 1/8 x 11 1/2	1.1 to 2 oz.	First Class	75
Up to 11 x 13	2.1 to 5 oz.	First Class	24,809
Over 11 x 13	5.1 to 13 oz.	First Class	2,134
	13.1 oz. to 2 lb.		105
Up to 6 1/8 x 11 1/2	Up to 16 oz. max.	Third Class	0
Over 6 1/8 x 11 1/2	8 oz. or less	Third Class	0
Over 6 1/8 x 11 1/2	8.1 to 16 oz. max.	Third Class	0

PACKAGES:			
11 x 9 x 10	2.1 to 14 lb.	Fourth Class	210
		Priority*	10
11 x 9 x 10	14.1 to 27 lb.	Fourth Class	242
		Priority*	18
Over 11 x 9 x 20	27.1 to 40 lb.	Fourth Class	0
		Priority*	231
Up to 100" Length & Girth	40.1 to 70 lb.	Fourth Class	0
		Priority*	0
From 3 1/2 x 5 up to 100" Length & Girth	Not over 70 lb.	Special Fourth Class Rate	0

Priority mail is that which is sent by the Postal Service First Class or Air Mail.

In addition to above, show total number of items, regardless of whether they are listed above, which were registered or sent special delivery.

Total Items Registered  
Total Items Special Delivery  
Total Return Receipts

0  
0  
0

Forwarded to Finance and Personnel Division  
Attention: Budget and Accounting Section  
12-20-77 BHD/mk

COPY of Dec. 1977  
MAIL SURVEY

Handled by  
J. Denton/br

12-17-77

INTERNATIONAL RATE MAIL

LETTERS - SURFACE MAIL

- A. 1 oz. or less
- 1.1 to 2 oz.
- 2.1 to 4 oz.
- 4.1 to 8 oz.

TOTAL ITEMS MAILED

20
50
0
0

LETTERS - AIR MAIL

- B. Pieces

Total Weight

0
0

PACKAGES - SURFACE MAIL

- C. List weight of each piece

0

PACKAGES - AIRMAIL

D. COUNTRY	QUANTITY	UNIT WEIGHT
0	0	0



# THE HANDLING OF A FINGERPRINT CARD IN THE IDENTIFICATION DIVISION



**RECORDING SECTION TL · 332**  
FINGERPRINT CARDS RECEIVED, RECORD AND STATISTICS MAINTAINED FOR CONTRIBUTORS.  
PRINTS EXAMINED FOR COMPLETENESS OF DATA.  
SPECIAL HANDLING SUCH AS TYPE ANSWER AND SPECIAL DELIVERY NOTED.

**RECORDING SECTION · Classifying TL · 331**  
PRELIMINARY CLASSIFICATION, PRIMARY AND SECONDARY, PLACED ON FINGERPRINT CARDS.  
BY EMPLOYEE IN ORDER TO AID NAME SEARCH IN CARD INDEX SECTION WHERE SEARCHES  
ARE MADE.

**CARD INDEX SECTION TL · 322**  
FINGERPRINT CARDS SEARCHED BY NAME WITH THE AID OF THE PRELIMINARY CLASSIFICATION TO FIND PRINTS RECORD UNDER THE SAME NAME.  
PRINTS HAVING NO FBI NUMBER AND THOSE ON WHICH NO RECORD IS LOCATED ARE ROUTED TO THE TECHNICAL SECTION FILES.

**TECHNICAL SECTION · Criminal Fingerprint Files TL · 313**  
FINGERPRINT CARDS ON WHICH NO NAME CARD WAS LOCATED ARE COMPLETELY CLASSIFIED AND SEARCHED BY PATTERN FORMATION AND  
INDEX DETAIL.  
FINGERPRINT CARDS ON WHICH NAME CARD WITHOUT FBI NUMBER WAS LOCATED ARE COMPARED WITH MASTER PRINT.  
IDENTIFIED PRINTS ROUTED TO THE ASSEMBLY SECTION.  
PRINTS NOT IDENTIFIED ROUTED TO THE FINGERPRINT CORRESPONDENCE SECTION, OR TO A AND R SECTION.

**TECHNICAL SECTION TL · 314**  
**Civil Fingerprint Files**  
PRINTS OF DECEASED AND AMISSA  
VICTIMS ARE SEARCHED IN THIS FILE.

**AUTOMATION & RESEARCH TL · 321**  
DATA ENTRY UNIT CONVERTS INFORMATION FROM FINGERPRINT CARDS AND MISCELLANEOUS RELATED DOCUMENTS INTO COMPUTER FORMAT FOR ENTRY INTO A COMPUTERIZED DATA BASE FILE  
WHICH CAN SUBSEQUENTLY BE AUTOMATICALLY RETRIEVED FOR DISSEMINATION TO APPROPRIATE AGENCIES.  
ORIG · COPY DESK PROCESSES COMPUTERIZED IDENTIFICATION RECORDS ON FEDERAL OFFENDERS · CONTROL FINGERPRINT CARDS FOR INPUT INTO MOCODR.  
ALSO PROCESSES COH STATE OFFENDER RECORDS TO DETERMINE IF THEY MEET CRITERIA FOR UPDATING MOCODR FILE.

**ASSEMBLY SECTION TL · 343**  
COMPLETE RECORDS MAINTAINED FOR EACH PERSON HAVING AN FBI NUMBER.  
RESPONSIBLE FOR THE LOCATION OF ALL REQUESTED RECORDS.  
FILES OF ALL PHOTOS, FINAL POSITIONS AND FLAG CARDS FOR ALL CRIMINAL COMPUTERIZED HISTORIES.  
ALL IDENTIFICATIONS MADE BY TRAINING SEARCHERS ARE VERIFIED.

**FINGERPRINT CORRESPONDENCE SECTION TL · 315**  
PREPARES IDENTIFICATION RECORDS IN REPLY TO CURRENT FINGERPRINT CARD SUBMISSIONS, CORRESPONDENCE REQUESTS AND TELEPHONE INQUIRIES.  
PREPARES INDEX CARDS AND ADDITIONAL ALIAS CARDS FOR NAME FILES.  
HANDLES THE DUTYING AND OPERATIONS FOR THE ENTIRE IDENTIFICATION DIVISION.

**POSTING SECTION TL · 325**  
NO HANDLING REQUIRED UNLESS FINGERPRINT CARD PERTAINS TO "WANTED" INDIVIDUAL.  
ISSUES PROMPT NOTIFICATION TO WANTING AGENCY.

**LATENT FINGERPRINT SECTION TL · 324**  
SPECIALISTS OF THIS SECTION CONDUCT LATENT PRINT EXAMINATION OF EVIDENCE IN CRIMINAL  
MATTERS, PRESENT TESTIMONY IN COURT AND ARE THE TECHNICAL EXPERTS OF THE FBI DISASTER  
SQUAD. THE SECTION IS ALSO INVOLVED IN OTHER AREAS OF IDENTIFICATION; HOWEVER, IS NOT  
INVOLVED IN THE HANDLING OF CURRENT FINGERPRINT CARDS.



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535  
December 20, 1977

Letter to All Fingerprint Contributors

Dear Sir:

RE: FBI IDENTIFICATION SERVICES

I. SUBMISSION OF EVIDENCE FOR LATENT  
PRINT EXAMINATION

Your cooperation is solicited in the submission of latent fingerprint evidence to the FBI Identification Division for technical examination. It is essential that our requirements as set forth below be followed in connection with each submission so that the potential evidentiary value of such material will be preserved.

A. Items of evidence of limited size, such as lifts, negatives, photographs or small paper specimens, together with any inked fingerprints or palm prints for comparison purposes, should be placed in an envelope, sealed, and then enclosed in a separate mailing envelope with the original letter of transmittal, and forwarded by registered mail to Director, Federal Bureau of Investigation, Washington, D. C. 20537, attention Latent Fingerprint Section.

B. Evidence of a more bulky nature should be forwarded separate from the original letter as follows:

1. Pack evidence securely in a box taking care to protect surfaces possibly bearing latent prints.
  - a. Non-porous items should be placed individually in heavy plastic envelopes and stapled so evidence cannot shift in the envelope.
  - b. Porous items such as paper may be placed together in a single envelope, just to protect the items from inadvertent handling.
2. Seal box and mark as latent print evidence.
3. Place copy of transmittal letter in envelope and mark "Invoice."
4. Fasten envelope to outside-top of sealed box.

FINGERPRINT CONTRIBUTOR LETTER 77-4